

**Arriba Town Hall  
711 Front Street  
Arriba CO 80804  
TOWN OF ARRIBA  
BOARD OF TRUSTEES MEETING  
Monday July 11, 2016**

**Call to Order** Mayor Alex Flores called the meeting to order at 7:32. Roll call for the Arriba Town Board was read and those answering were Troy McCue, Lindsey Michal, Leigh Anna Andersen, Bob Rush and Keith Hughes.

**Pledge of Allegiance** was led by Trustee Troy McCue.

**Public Audience** included: Jody Schiffers, Ora Hughes, Ted Grundmeier and Monte Rand.

Ted Grundmeier asked the Board if he could have the old, big TV dish in the trash pile. Trustee Tom Rush said that Rebeltec (used to be BC Cable) owns it and to give them a call. Ted Grundmeier commented that the park looks really nice.

Jody Schiffers thanked the Board for the work they've done around Town. Jody Schiffers said that the weeds on the property across from her are very tall, she said that she gets very worried about snakes coming over to her yard from that yard. Clerk Hart said that she has sent the owner one letter asking him to mow the property. The Board agreed that a certified letter should be sent to the owner giving him 30 days to mow the property or a lien will be placed on the property.

**Approval of Agenda** Trustee Michal moved to approve the agenda as written. Trustee McCue seconded and the motion passed unanimously.

**Approval of Minutes** Trustee McCue moved to approve the minutes from the June 13 regular meeting and the June 23rd special meeting as written. Trustee Andersen seconded and the motion passed unanimously.

**Approval of Account Receivable and Payable**

Trustee Michal had questions about the benefits that were paid out to Leroy King when he quit. Clerk Hart explained she had paid out his benefits of one year paid vacation, paid sick leave, retirement he had contributed, and retirement the Town had contributed. She said she had paid everything out according to the guidelines in the Personnel Policies and Procedures.

Trustee Michal said that the Board should look over the Personnel Policies and Procedures at the next meeting.

Trustee McCue moved to approve the Receivables and Payables for June. Trustee Andersen seconded and the motion passed unanimously.

Trustee Tom Rush asked how Leroy King's retirement fund was set up. Clerk Hart said that a fund had never been set up, the money has just been sitting in the Town's checking account. She said that she had checked with the company Flagler uses and the company Limon uses about setting up a 401k for Leroy when he started. However those companies would not set anything up for just one employee. The only option was for Leroy to set up a savings account at a bank, which he never did.

Mayor Flores said that this was definitely something that needed to be discussed at the next meeting and made clear in the Personnel Policies.

Trustee Michal said that most places don't pay out what the company contributes towards retirement unless the employee has worked there for a few years. Trustee Michal said that a stipulations needs to be made for that in the Personnel Policies.

### **Approval of Bills**

Clerk Hart said that both the shop and Town Hall have the bronze plan for internet service, they are both charged the business fee and both have long distance service.

Trustee Michal moved to approve the July bills for payment. Trustee Andersen seconded and the motion passed unanimously.

Trustee Tom Rush said that somewhere in Town there's a leak, they had to turn on a 3<sup>rd</sup> well to keep the water pressure up in the Town's water tank. He said that it's taking 3 wells to keep the tank full when it should only take 2 wells.

Trustee Michal asked about the mower blades that were purchased in June. She said that the ones on the mower looked pretty worn. Trustee Tom Rush said that he thought the new blades were sitting over in the shop.

**Drug Policy** The Board reviewed the 2 different Drug Testing policy's Clerk Hart had found. The Board agreed that the second, longer policy was the better one, but to add wording to it from the other policy regarding Post Accident/Incident Testing.

Trustee Michal said that the Town's employees could be added to a group pool for random drug testing through a place in Burlington. Drug testing can be done at the Lincoln Community Hospital. Trustee Michal said she would get more information about the testing procedure.

Trustee McCue moved to adopt the drug policy adding the following wording to 'Post Accident/Incident Testing': ... it involves an employee in a personal vehicle accident who as a regular condition of his/her employment is required to drive a non-Town vehicle (and the accident occurs while operating the vehicle for employment related duties and the damage is in excess of \$500).' Trustee Andersen seconded and the motion passed unanimously.

**Maintenance Position** Trustee Michal moved to select Mike Becker to the maintenance position. Trustee Andersen seconded and the motion passed unanimously.

Trustee Michal made a motion that Mike Becker's pay would start at \$12 an hour, the town will pay up to \$500 per month for health insurance coverage and will match up to \$75 each pay check for retirement. The Town will offer an incentive for acquiring water and sewer license. The Town will pay for water and sewer operator licensing the first time, but it will be Mike Becker's responsibility to pay for testing retakes. There will be a 90 day probation period where the Board will re-evaluate his wage. Trustee McCue seconded the motion and the motion passed unanimously.

At this time Mayor Alex Flores had to leave the meeting. Mayor Pro Tem McCue took over running the meeting.

**Surge Protector for Wastewater Plant** Trustee Bob Rush asked that this item be tabled until the Town can get a quote from Mike Nichols and Leo Hurtado. Trustee Tom Rush said that there are lightening protectors out at the wastewater right now to protect things. He said that he had just replaced some fuses in one the other day.

**Water Main Flushing** Clerk Hart said that she was of the understanding that flushing the main lines was put on hold until the maintenance position was filled.

Trustee Michal asked if the Board needed to be recording chlorine levels as mentioned in an email from Pat Parker. Trustee Tom Rush said that he will take care of this. He mentioned that Pat Parker wanted the chlorine levels to be higher then what they are now, but he felt that the water would be undrinkable if the levels were increased anymore.

**Street Maintenance** Trustee Tom Rush said that filling in the spots with cement could wait until after harvest.

**Street Signs** Trustee Tom Rush said that there are a lot of street signs and stop signs in the shop that could be repaired and put back up.

**Maintenance Report** Mayor Pro Tem McCue said thank you to Tom Rush, Bob Rush Lindsey Michal, Leigh Anna Andersen and Keith Hughes for all they have done at the park, with the streets, and with the water and sewer.

Ted Grundmeier said that there was a street light out on College and Elm. He asked who takes care of that. Clerk Hart said that people can tell her what lights are out and she calls it in to KC Electric.

Trustee Michal and Trustee Andersen have been taking care of mowing and watering the park. Trustee Bob Rush and Trustee Tom Rush has been taking care of the water and sewer. Trustee Tom Rush and Trustee Hughes have been taking care of the mosquito fogging.

Trustee Michal said that she wanted to thank Harvey Dumcum for donating the use of his mower for mowing the park, and to everyone else who had volunteered to help with things.

The Board discussed having Trustees head up different departments in maintenance. The Board agreed on the following department heads:

Park- Trustee Leigh Anna Andersen and Trustee Lindsey Michal

Water- Trustee Bob Rush

Sewer- Trustee Tom Rush

Streets- Trustee Tom Rush and Trustee Keith Hughes

Trustee Tom Rush said that the water line leak at the park will need to be fixed as soon as possible. Trustee Tom Rush said that somewhere in Town there's a leak, they had to turn on a 3<sup>rd</sup> well to keep water pressure up in the Town's water tank. He said that it's taking 3 wells to keep the tank full when it should only take 2 wells. Trustee Bob Rush said that the water leak was quite significant to be taking that much water from the wells. In his email Pat Parker recommended checking all water meters and vacant properties/houses to see if the leak can be located. Trustee Tom Rush said he did look at Tarado Mansion and it was fine. Trustee Bob Rush said that the Tarado Mansion water meter needs to be dug up and fixed. He said that there was a water leak in front of his house near the fire hydrant. There is also a water leak on the north side of the park but that is on the park well line.

Clerk Hart noted that in Pat Parker's email he suggests exercising the water system's street valves. Trustee Tom Rush said that the valves would have to be dug up to do this, after that they could be checked annually.

Clerk Hart said that in Pat Parker's email he said that the chlorine solution tank was empty for the effluent out at the sewer pond. Trustee Tom Rush said that he would take care of this. He said that he had gone out there a couple of days ago and found that the aerator wasn't running because of the burned fuses in the lightening protector and the screens were plugged up.

Clerk Hart said that Pat Park mentions in his email that weeds needed to be removed from around the effluent discharge pipe at the sewer pond.

Clerk Hart asked Trustee Rush if he used to fog around the sewer pond. He said that yes he used to do that and that is something the new maintenance person could start doing again.

Trustee Andersen asked if mosquito fogging could be done around Tyler Andersen's home on the south side of the highway since he is within the Town limits. Trustee Tom Rush said yes, the new maintenance man could start fogging around there. He commented that personally he wouldn't fog around the Rest Area.

### **Clerks Report**

Clerk Hart wanted to thank everyone who has been taking care of the park, and streets and mosquito fogging.

Clerk Hart passed around 2 letters that Gabe Cordova had written to the Town concerning the streets. The Board reviewed the letters and instructed Clerk Hart to let him know that at this time the Town cannot financially afford to pave the streets in Arriba. Mayor Pro tem McCue said that it is nearly impossible to get grants for street paving.

Clerk Hart informed the Board that the Pet Overpopulation Fund copay increased to \$20 it was \$15. The Town donates \$200 to cover copays for Arriba Residents.

Clerk Hart said that the new billing software- JUS, is all installed. She said that she is still learning how to use it and if anybody has or hears of any screwed up bills this is why. She said that causes for screw-ups would probably be from conversion errors or from inputting information incorrectly.

She said that Maria Kennerly (308 Pine) wants the Town to send her husband a cleanup notice with a 30 day deadline. The Board agreed that unless it was a safety hazard there really wasn't anything the Town should do about it.

Clerk Hart told the Board about a large sink hole behind the white and red house across from town hall. She said the property owners notified her of it and said that they had reported to their property insurance.

She said that Monte Rand has someone that is going to be moving the old mobile home east of the Post Office out and bringing in a new one. She said that she did let the people know about the mobile home ordinance, and application and permit process. Clerk Hart said the Board will need to review and approve the application before they can bring the mobile home in. Monte Rand had said that the old mobile home would be moved to the edge of the property and be used for storage.

Clerk Hart said that her hours for the next 2 weeks would be a little different because her daughter is taking swim lessons. She said that she had posted a note about it on the Town Hall door. She said that her schedule during the second week of August will be a little different too because of fair. She said that for the past few week it's been hard to work the 4 full days- what with summer activities and her being the only office employee. She said that things have been really slow at Town Hall and was concerned about the Town financially what with all of the expenses the Town has had this year. She wondered if she should go back to just working 3 days a week. She said the Town is paying out an extra

\$1000 monthly for her extra pay and health insurance, she said she realizes she would lose her health insurance but she wasn't sure if it was necessary for her to be at Town Hall 4 days a week. Mayor Pro Tem McCue said the Board could think about it and see how things were in a month.

She asked the Board if they thought it would be okay to change Town Hall hours when school start to be from 8:00am to 4:00pm since school will be getting out at 3:30 now. She said that she would work through her normal lunch break from 12:00-1:00 so that she still works 8 hours a day. The Board didn't see a problem with this.

#### **Treasurer's Report / Bank Statements**

Everything looked good on the report.

**Trustees Report** Trustee Andersen said that someone approached her about doing community service for the Town. She asked if the Town does this and if the insurance covers it. Clerk Hart said yes, the person would need a safety vest and had to be supervised. She said that they would need to talk to her about it. She said in the past they have them clean up the park and ditches around Town.

Trustee Bob Rush wanted to thank Keith, Lindsey, Leigh Anna and his dad, Tom, for all they have done at the park and fogging and things around Town.

Trustee Bob Rush said that behind Ted Grundmeier's property is the Town's old baseball field, he said that in past years he would hay the grass for free to keep it from getting out of hand and he would just keep the hay. He asked what the Board wanted to do about it this year. The Board agreed that Trustee Bob Rush could hay the Town's property and keep the hay.

Trustee Tom Rush said he felt it was important to just be paying one person to take care of the water and sewer operations, to get the maintenance man certified where he is the operator for the Town. He said that this would save the Town money.

Trustee Tom Rush commented that Austin McCue is doing a good job of taking care of his steers and keeping the pens clean, and a lot of people appreciate how good of a job he is doing.

Trustee Michal said thanks to Tom Rush, Bob Rush and Keith Hughes for all they have done with the water and sewer stuff.

Trustee Hughes said that he has been opening up the brush pile for people and leaving it open during the day and locking it up at night. The Board agreed that this was okay to do.

**LCEDC Report** Trustee McCue had a written report for the Board (this report is attached to these minutes.) He reported a few possible businesses that are looking for land in Lincoln County. He said that for grant purposes it's important for each Town in Lincoln County to have a strategic plan. He said that the Hugo motel has changed hands and is going to be renamed and refurbished. He said that he heard of an Excel wind tower project that is going in east of Hugo. There are still plans for wind towers going in between Bovina and Arriba, and south of I-70. He said the Steve Burgess won the primary for County Commissioner and that if he wanted he would take Greg Kings place on the LCEDC Board.

**Mayors Report** none.

**Adjournment** Trustee Michal moved to adjourn the meeting, Trustee Andersen seconded and the motion carried unanimously. Mayor Pro Tem McCue adjourned the meeting at 8:51pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Alex Flores

**Approved by the Board on:**

Town of Arriba  
Board of Trustees Regular Meeting  
Monday, July 11, 2016  
7:30pm

Sign In Sheet

Mike Becker  
Ora C Hughes  
Monte Rand  
Fred Goodman  
Jody Schifferns



Lincoln County Commissioners

July 6, 2016

Lincoln County EDC Report

- I. **Arriba –**
  - A. 4 business retention visits (Everything Mechanical, Brent Welding & Machine, Arriba Welding Technologies, Leisure Pines)
  - B. Exploring 3-Phase expansion for east end of town
  - C. Assisting with locating sources of funding for Bethel recreation improvements
  - D. Metal building manufacturer from Missouri lead on Kyle access/frontage
- II. **Genoa-**
  - A. Attended June meeting
  - B. 1 business retention visit to Dry Creek Seed Co.
- III. **Hugo –**
  - A. 6 business retention visits (C & N Auto, Designs by Dave, KC Electric, Jean's Family Kitchen, Main St. Mama's, Turkey Crossing)
  - B. Participating in Country Living Learning Center creation – Coordinated YCF pass-through agreement
  - C. Project #15-025, new retail establishment effort (liquor store) has been cancelled-liquor license timeline
  - D. Will hear outcome on Adaptive Reuse for town on 7/21
  - E. Attended HIP meeting, and assisted with concessions at Ranch Rodeo at fairgrounds
- IV. **Limon –**
  - A. 10 business retention visits (Eastern Colorado Bank, Jenny's Mexican Food, Elena's Mexican Food, Taco Bell, Big R, Poudre Bay Capital, Hoffman Drug/True Value, Ace Hardware, Liggy's & Viaero Wireless)
  - B. 3 active SBDC Clients: #15-016 Family buyout (reactivated project), #15-018 West Limon development, coordinating assistance efforts with subdivision plans and #15-026 Service-based business planning
  - C. Signed YCF agreement as fiscal agent for workforce grant award : \$91,000
  - D. New team leaders at Lincoln Theatre to assist with Bill Bennett's workload
  - E. Attended Select USA Summit in Washington, DC
  - F. Attended Mountain Connect Broadband conference in Keystone, CO
  - G. Participating in Citizens Institute for Rural Design (CIRD) process with Town of Limon
- V. **Karval –**
  - A. Working with Jeff Thornton on greenhouse project for community
  - B. Plan on attending Alliance meeting in July
- VI. **Small Business Development Center (SBDC) Activities**
  - A. Ongoing consulting scope of work
  - B. All-day staff meeting 6/3/16 in Greeley
- VII. **Strong Lincoln County attendance to Rural Philanthropy Days in Haxtun/Holyoke**
- VIII. **Attending Healthcare Apprenticeship meeting by Department of Labor with Healthcare Partnership**
- IX. **Will know about County Branding Initiative & Tourism Promotion on 7/21/16**